

**SECTION VIII**  
**TECHNICAL ASSISTANCE**  
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## **TITLE 15A, SUBCHAPTER 6E SOIL AND WATER CONSERVATION COMMISSION RULE ON TECHNICAL ASSISTANCE**

### **.0106 TECHNICAL ASSISTANCE FUNDS**

(a) The funds available for technical assistance shall be allocated by the commission based on the recommendation of the division and the needs as expressed by the district and needs to accelerate the installation of BMP's in the respective district. Each district may use these monies to fund new positions or to accelerate present technical assistance positions. Districts must provide an itemized budget to the division in order to qualify for technical assistance funds. Matching funds for district technical assistance shall be approved by the commission prior to any expenditure of funds. Budget revisions submitted by the districts may be approved by the NPS Section based on Paragraph (b) of this Rule. N. C. Agriculture Cost Share technical assistance funds may be used for each FTE technical position with the district matching at least 50 percent of the total. Priorities for funding positions shall be assigned as follows:

- (1) Subject to availability of funds and local match, provide support for one FTE technical position for every district.
  - (2) Subject to availability of funds and local match, provide support for additional FTE technical position if the position is needed to further support program implementation. Priority for funding positions beyond one FTE per district shall be based on the following parameters:
    - a. Whether the position is presently funded by program technical assistance funds.
    - b. The number of program dollars encumbered to contracts in the highest three of the previous four completed program years, and
    - c. The number of program dollars actually expended for installed BMPs in the highest three years of the most recent four-year period for which the allowed time for implementing contracted BMPs has expired as reported on the NC Agriculture Cost Share Program Database
  - (3) Subject to availability of funds and local match, provide support for additional FTE technical position if the position is needed to further accelerate treatment of identified critical nonpoint source pollution problem(s).
- (b) Technical assistance funds may be used for salary, benefits, social security, field equipment and supplies, office rent, office equipment and supplies, postage, telephone service, travel and mileage. A maximum of two thousand five hundred dollars (\$2,500) per year for each FTE technical position is allowed for mileage charges.
- (c) Technical assistance funds may not be used to fund technical assistance positions which do not meet the following minimum requirements:
- (1) associated degree in engineering, agriculture, forestry or related field, or
  - (2) high school diploma with two years experience in the fields listed in Rule .0106(c)(1), of this Section, or
- (d) Cost shared positions must be used to accelerate the program activities in the district. A district technician cost shared with program funds may work on other activities as delegated by the field office supervisor but the total hours charged to the program by field office personnel must equal or exceed those hours funded through the program. Also, these hours must be in addition to those hours normally spent in BMP planning and installation by district personnel.

(e) District technicians may be jointly funded by more than one district to accelerate the program in each participating district. Each district must be eligible for cost sharing in the program. Requests for funding (salary, FICA, insurance, etc.) of a shared position must be presented to the division by all concerned districts and the division shall cost share to the billing district at a 50-50 rate based on the portion of the FTE provided each respective district. A shared position must be officially housed in one specific district and cost share for support items (office rent, telephone, etc.) shall be paid to one district only.

(f) Funds, if available, shall be allocated to each participating district to provide for administrative costs under this program. These funds shall be used for clerical assistance and other related program administrative costs and shall be matched with in-kind funds of an equal amount from the district.

*History Note: Authority G.S. 139-4; 139-8; 143-215.74; 143B-294;*

*Eff. May 1, 1987;*

*Amended Eff. July 1, 1992;*

*Recodified from 15A NCAC 6E .0006 Eff. December 20, 1996;*

*Amended Eff. November 1, 1997, August 18, 2005.*

## QUARTERLY BILLING DATES

Quarterly Technical Assistance billings should be submitted to the Division of Soil and Water Conservation on the following schedule:

October 15th	First Quarter Billing Due
January 15th	Second Quarter Billing Due
April 15th	Third Quarter Billing Due
June 1st	Fourth Quarter Billing Due (Pre Bill for Month of June)

Documentation of expenses must be submitted with the quarterly requests for reimbursement on technical assistance. Copies of time sheets to support technician salaries, copies of mileage records for both NRCS mileage and personal vehicle mileage, copies of receipts for all equipment, supplies, travel, rent, utilities, and other reimbursable expenses are required. Annual budgets for Technical Assistance should be received in the Division by June 1st for the upcoming program year.

### Mileage charges

A maximum of \$2,500 per year is allowed for mileage charges per N. C. Agriculture Cost Share Program technical position (total \$5,000 based on 50:50 cost share rate). Mileage charges are not allowed against a non-cost shared position. Cost Share Program funds cannot be used for operation and maintenance of vehicles. Mileage can be reimbursed if billed from a field office which receives funds for a Cost Share Program cost shared position.

Soil and Water Conservation Districts can be reimbursed up to one-half of the costs incurred for use of government vehicles from the Natural Resources Conservation Service (NRCS). For example, if NRCS bills the district/county \$1,000.00, Cost Share Program funds can be used to reimburse up to \$500.00 for the NRCS vehicle.

Mileage costs on a personal vehicle can be reimbursed up to one-half if the vehicle is used by a cost shared technician for District work and the district/county pays for the mileage charges. In order to receive cost share funds for mileage the district must list on the Quarterly Technical Assistance billing whether the mileage is for NRCS or personal vehicle, the number of miles, and the county rate per mile.

NORTH CAROLINA AGRICULTURE COST SHARE PROGRAM  
REQUEST FOR PAYMENT  
TECHNICAL ASSISTANCE

TO: NC Department of Agriculture & Consumer Services  
Division of Soil and Water Conservation

FROM: \_\_\_\_\_ Soil and Water Conservation District

PERIOD: From: \_\_\_\_\_ To: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

BUDGET ITEM

TOTAL EXPENDITURE

Salary	\$
Benefits	\$
Equipment	
Office	\$
Field	\$
Supplies	
Office	\$
Field	\$
Travel	
Motel, Meals, Registration	\$
Mileage	\$
Rent	\$
Postage	\$
Telephone	\$
	=====
TOTAL:	\$

Please reimburse \$\_\_\_\_\_ which represents 50% of the total expenditure, made payable to \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Technical Assistance Tracking for Program Accountability Effective May 19, 1993

The Cost Share Program administrative rule T15A:06E.0106(a) states that the cost share funds available for technical assistance shall be allocated by the Soil and Water Conservation Commission based on the recommendation of the Division and the needs to accelerate the installation of BMPs in the respective district.

**Cost-shared technical assistance may be used** to accelerate the installation of Best Management Practices (BMPs) with or without cost sharing for BMPs under rules other than the Cost Share Program **as long as the BMPs planned, designed and installed meet the state's goals for nondischarge of sediments, nutrients, animal wastes and pesticides** (i.e., new operations, critical water supply, 15 NCAC 6F, USDA Agriculture Conservation Program, Tar-Pamlico Nutrient Trading Program, *et al.*).

According to the Cost Share Program administrative rule 06E.0106 (d), cost shared positions must be used to accelerate the program activities in the District. A District technician cost shared with program funds may work on other activities but **the total hours charged to the program by field office personnel must equal or exceed those hours funded by the program**. Also, these hours must be in addition to those hours normally spent in BMP planning and installation by District personnel.

The Commission must insure program accountability to the state for the Cost Share Program cost sharing for BMPs and technical assistance. The Division provides the tracking and accounting records for the Commission and the state. The Division must have the means to track Full Time Equivalent positions (FTEs) as described in administrative rule 06E.0106 and to maintain accurate records of activities charged to the Cost Share Program. Therefore, **all contracts that will be charged to the Cost Share Program cost-shared account for either BMP funding or Technical Assistance funding must be received by the Division, reviewed to insure the BMPs meet the state's nondischarge goals, and be entered in the Cost Share Program database**. If the contract is not processed by the Division, technical assistance time (hours) charged to completing that particular contract cannot be credited to the FTE requirements to meet rule 06E.0106.

The Division has prepared a form (NC-NPS-15) for Districts to use in computing and demonstrating to the Division FTE time charged to contracts not using Cost Share Program funds.

TECHNICAL ASSISTANCE  
FOR  
CPO NOT USING NCACSP COST SHARING

LANDOWNER:	CONTRACT #: <b>TA-</b>
ADDRESS:	SUBBASIN #:
	LAT/LONG:
ANIMAL TYPE & NUMBER:	PROJECT:
RECEIVING WATERS:	ACRES AFFECTED:

OPERATION: New \_\_\_\_\_ Expanding \_\_\_\_\_ Existing \_\_\_\_\_

COST SHARE FOR BMPS: Yes \_\_\_ No \_\_\_.

If YES, Program (ie, ACP) \_\_\_\_\_, \$ \_\_\_\_\_  
 \_\_\_\_\_, \$ \_\_\_\_\_

FIELD OFFICE HOURS REQUIRED: Planning: \_\_\_\_\_ Installation: \_\_\_\_\_

Check how treatment will improve water quality.

- \_\_\_\_\_ decrease erosion/sediment delivery
- \_\_\_\_\_ increase time water held on farm
- \_\_\_\_\_ store animal waste
- \_\_\_\_\_ properly land apply animal waste
- \_\_\_\_\_ keep livestock out of stream
- \_\_\_\_\_ reduce fertilizer or other chemical use
- \_\_\_\_\_ decreased fertilizer or chemical movement to water courses

ITEM NO.	FIELD NO.	PLANNED TREATMENT (List by BMP Name)	EST. UNITS	SOIL LOSS Pre   Post

**\*\*ATTACH COPY OF MAP OR SKETCH. Include distance of BMP or field from receiving waters (ditch, stream, lake).**

**\*\*ATTACH COPY OF WASTE UTILIZATION PLAN IF APPLICABLE.**

\_\_\_\_\_  
Technical Representative

\_\_\_\_\_  
Date